

SELF SERVICE CENTER

PROCEDURES: HOW TO GET A PATERNITY JUDGMENT/ORDER BY CONSENT

REQUIREMENTS: To get a Paternity Judgment/Order by Consent (Agreement), both parties must be or do the following things:

- **PAPERWORK and SIGNATURES.** Both parties (and their lawyers if lawyers represent them) must sign the Stipulation to File the Consent Paternity Judgment/Order, and sign at the bottom of the Paternity Judgment/Order to show that both parties have read, approved and agreed to the Paternity Judgment/Order. You must also file all other required paperwork. The Paternity Judgment/Order and the other paperwork you will need are in Self-Service Center Packet No. 4: Paternity: The Court Order.
- **PARENT INFORMATION PROGRAM.** Both parties must attend the Parent Information Program class and file a Certificate of Completion with the Clerk of the Court.
- **FEES.** Both parties must enclose a receipt to prove payment or enclose the initial Order of Deferral. The filing fee is \$226.00.

PROCEDURE:

- **READ AND COMPLETE** all paperwork as instructed.
- **MAIL OR TAKE THE STIPULATION, PATERNITY JUDGMENT/ORDER AND OTHER PAPERWORK TO THE FAMILY COURT ADMINISTRATION OFFICE:** Mail or take your papers to the Family Court Administration Office of the court where you filed your Petition/Complaint for Paternity. Court Administration business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. at:
 - 101 W. Jefferson, 1st Floor, Phoenix, Arizona 85003; OR,
 - 222 E. Javelina, 2nd Floor, Mesa, Arizona 85210.
 - 14264 West Tierra Buena Lane, Surprise, Arizona 85374
 - 18380 North 40th Street, Phoenix, AZ 85032
- **ORIGINAL AND COPIES OF PAPERS: You must mail or take the following documents to the Family Court Administration Office:**
 - The original and two copies of the Stipulation to File the Consent Paternity Judgment/Order signed by both parties, (and lawyers, if lawyers represent the parties).
 - The original and two copies of the Paternity Judgment/Order signed by both parties (and lawyers, if lawyers represent the parties).
 - Two copies of each receipt to prove payment of the filing fees by both the Petitioner and the Respondent; OR, the two copies of the initial Order of Deferral.
 - Two stamped 9" x 12" envelopes. Address one envelope to the Petitioner or his or her attorney. Address the other envelope to the Respondent or his or her attorney. Provide the current addresses on both envelopes, including zip code. Make sure you put enough postage on the envelopes.
 - The original and 2 copies of the completed Joint Parenting Plan signed by both parties, AND
 - The original and 2 copies of the Joint Custody Agreement signed by parties if the parties are asking for joint custody, AND

- The original and 2 copies of the completed Parent's Child Support Worksheet, AND
 - The original and 2 copies of the completed Child Support Order, AND
 - The original and 2 copies of the completed Order of Wage Assignment, AND
 - The original and 2 copies of the completed Current Employer Information Sheet, AND
 - The original and 2 copies of the completed Judgment Data Sheet.
- **WHAT THE JUDGE/COMMISSIONER WILL DO:** The judge/commissioner will decide by reading the Stipulation and the Paternity Judgment/Order if you have a Paternity Judgment/Order without a hearing. It is within the judge's or commissioner's discretion to sign the Paternity Judgment/Order. The judge might schedule the case for a hearing. This means both parties must appear in court at the scheduled time to answer questions the judge might have.
 - **WAIT FOR THE PAPERWORK:** Both parties or their attorneys should receive a signed Paternity Judgment/Order or a Rejection Notice in the mail from the Court in about four weeks from the date you submitted the paperwork. If you do not receive paperwork within that time, you can call the Family Court Administrator's Office at the location where you filed the paternity papers between the hours of 8:30 a.m. and 5:00 p.m. (Phoenix: 506-7879; Mesa: 506-3141 and 602-372-9402).
 - **IF YOUR STIPULATION FOR A CONSENT PATERNITY JUDGMENT/ORDER IS ACCEPTED:** You will not have to see the judge. The judge will sign the original Paternity Judgment/Order and have it filed with the Clerk of the Court. The Court will send a copy of the signed Paternity Judgment/Order to each party using the envelopes you provided. This is your notification that Paternity has been established.
 - **IF YOUR STIPULATION FOR A CONSENT DECREE IS REJECTED:** The Court will send you a REJECTION/CORRECTION NOTICE informing you of the mistakes with the documents. Follow the instructions on the Notice if the mistakes can be corrected. If the mistakes cannot be corrected, you should see a lawyer for help.